

## **For publication**

### **Draft Mayoral Protocol**

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Portfolio Holder: Governance

Decision type: Delegated Decision by Cabinet Member

Date of Decision: 21 December, 2018

Report by: Members and Civic Support Officer

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To approve a Mayoral Protocol that outlines the Council's policy on key areas of the Mayoralty.

### **2.0 Recommendation**

- 2.1 That the cabinet member for Governance approves the Protocol for immediate implementation.

### **3.0 The Mayoral Protocol**

- 3.1 The contents of this protocol can also be found within the Mayoral Training Manual. The manual is issued to each Mayor during their Deputy Mayoral year and contains detailed guidance on all aspects of the Mayoralty. This protocol seeks

to outline key components of the Training Manual clearly and concisely in one document.

3.2 The implementation of this protocol will further clarify the key role of the Mayor allowing the Mayoralty to continue contributing to our visitor economy and encourage increased levels of community engagement.

3.3 A key benefit of this protocol is the provision of a clear point of reference for all members and officers in order to achieve consistency and accountability for all Mayoral decisions.

#### 4.0 **Financial and resource considerations**

4.1 There are a number of financial and resource implications emerging from the development of the Mayoral Protocol including:

- A reduction in the Mayoral allowance
- A reduction in the number of complimentary tickets for the Civic Dinner therefore reducing the cost
- Fewer out of Borough engagements
- Reduction in driver hours linked to engagements
- Staffing resource deployed on the Mayor's charity work can be redeployed into other priority areas

#### 5.0 **Risk management**

5.1 The Mayoral Protocol provides clarity on the role of mayor and financial and other support available. This reduces the risk of conflict between mayoralty and officers and makes it clear to residents, visitors and organisations what activities the mayor can engage in.

#### 6.0 **Equalities**

6.1 Equality, diversity and social inclusion issues have been a major consideration during the development of the protocol.

It will also support the Council's equality and diversity policies by ensuring that any qualifying member who wishes to be the Mayor will be able to do so no matter their financial background and that all engagements are judged on their individual merits.

- 6.2 We work with each Mayor to consider support needs and reasonable adjustments and tailor this to the individual.

## 7.0 **Alternative options and reasons for rejection**

- 7.1 The alternative option would be to continue with the present system of guidelines contained within the Mayoral Training Manual. The inherent risk with this strategy is that without a clear and definite guideline the training manual can be open to interpretation and therefore lead to inconsistencies.

## 8.0 **Recommendation**

- 8.1 That the cabinet member for Governance approves the Protocol.

## 9.0 **Reasons for recommendation**

- 9.1 To clearly define the parameters for the Mayor and Civic Office to work within and provide a simple, easy to use reference guide.

### **Decision information**

<b>Key decision number</b>	Non-key 91
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To make Chesterfield a thriving borough

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
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<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
<b>Appendices to the report</b>	
Appendix A	The Mayoral Protocol